



Deputy Commissioner of the Revenue - Personal Property

Department: Commissioner of Revenue

EEO Code: 22

Class Code: 1544

FLSA: E

Effective: 01/02/1993

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in coordinating and supervising the operations of the Personal Property Assessment section; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates and supervises the operations of the Personal Property Assessment section; assesses motor vehicles and other personal property; balances and tracks personal property accounts; provides in-depth analysis of data support systems and ensures systems training for personnel; coordinates systems development with IST; supervises data entry into the personal property automated system; supervises audits of Division of Motor Vehicles, and Division of Game and Inland Fisheries records; supervises audits of building permits, mobile homes and boat registration in the County to ensure proper assessment of personal property; handles complex taxpayer complaints or problems; trains, schedules, checks and appraises performance of employees; prepares reports; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of State and local tax laws, ordinances and regulations; of personnel supervisory principles and practices; of electronic data processing.

Considerable skill in communicating effectively with the general public; in classifying and assessing personal property.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in business, accounting or related field and three years of experience in assessing personal property, including one year of supervisory experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
